



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR

LEGAL SUPPORT SUPERVISOR I

CE42 1277 9IR10
DEPARTMENTAL STATEWIDE OPEN &
PROMOTIONAL



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	<p>All applicants who meet the minimum qualifications as of May 29, 2009, the final filing date. In addition, applicants who meet one of the following may apply on a promotional basis:</p> <p>must have a permanent civil service appointment with the Department of Industrial Relations, excluding State Compensation Insurance Fund; <u>or</u></p> <p>must be current or former State Employees of the Legislature for two or more years as defined in Government Code §18990; <u>or</u></p> <p>must be current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; <u>or</u></p> <p>must be persons retired from the United States military, honorably discharged from active military duty with service-connected disability, or honorably discharged from active duty as defined in Government Code §18991.</p>
HOW TO APPLY	<p>Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at http://www.dir.ca.gov/dirjobs/dirjobs.htm</p>
FILING INSTRUCTIONS	<p>Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than May 29, 2009, the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason.</p> <p>All applications must have an original signature. Unsigned or incomplete applications will not be accepted for the examinations.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.</p>
REQUIRED IDENTIFICATION	<p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>

(Continued on reverse side)

SALARY RANGE	\$3507 -- 4264 per month
LOCATIONS OF POSITIONS	Positions are located in Sacramento, San Francisco and Los Angeles with the Department of Industrial Relations.
ELIGIBLE LIST INFORMATION	An Open and Promotional eligible lists will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The lists will be used by the Department in the order as described in the last page of this bulletin under "GENERAL INFORMATION". The lists will be abolished 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in July/August.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by May 29, 2009, the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing the duties of a Senior Stenographer, Legal, Range B or Senior Legal Typist, Range B.</p> <p style="text-align: center;">Or II</p> <p>Three years of experience in legal stenographic and/or clerical work, at least one year of which shall have been in a responsible position performing a variety of difficult stenographic and/or clerical work or in a supervisory capacity. (Experience in California state service applied toward the specialized one-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Legal Typist, Range B.) [Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.]</p>
SPECIAL PERSONAL CHARACTERISTICS	A demonstrated interest in assuming increasing responsibility.
ADDITIONAL DESIRABLE CHARACTERISTICS	Ability to take dictation involving legal terms at 90 words a minute. Education equivalent to completion of the twelfth grade
POSITION DESCRIPTION	This is the first supervisory level in the Legal Support Supervisor Series. An incumbent supervises the work of a legal secretarial support staff of approximately 5 to 15 providing legal support services to a large professional staff of attorneys. A Legal Support Supervisor I may perform responsible legal secretarial work in addition to supervision of a legal support team.
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED --100%	The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

	<p>Qualifications Appraisal Interview</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Technical legal terms and various legal forms and documents and their processing;2. Modern office methods and procedures and office supplies, materials and equipment;3. Business English and correspondence;4. Principles of effective supervision and training;5. A department's Equal Employment Opportunity Program objectives;6. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet these objectives. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Read and write English at a level required for successful job performance;2. Prepare correspondence independently utilizing good English;3. Communicate effectively;4. Follow directions5. Analyze situations accurately and take effective action;6. Secure and maintain cooperative relationships with all persons contacted in the work;7. Type at a speed of 40 words a minute;8. Effectively contribute to the department's equal employment opportunity objectives.
VETERANS PREFERENCE	Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: As described in the other side of this bulletin under Knowledge and Abilities.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929